

State of New Hampshire
DEPARTMENT OF SAFETY

John J. Barthelmes,
Commissioner

Earl Sweeney,
Assistant Commissioner



**Manufactured Housing
Installation Standards Board**

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BOARD MEMBERS:

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Albert Akerstrom, III
James Baird
William Baird

Kenneth R. Burgess
Fred Emanuel

Reuben F. Hull, Jr.
Wayne Moore

Thomas Morrison
William Rivers
Linda Rogers

Craig Therrien
Julia Brown, Esq., legal advisor

APPLICATION FOR LICENSURE AS A MANUFACTURED HOUSING INSTALLER

No person shall install a manufactured house in New Hampshire without a license. In order to apply for an Installation License the applicant must be:

1. At least eighteen (18) years of age;
2. Have two (2) years of experience as an installer of manufactured housing or equivalent installation experience;
3. Successfully complete six (6) hours of installation training.

- PLEASE TYPE OR PRINT LEGIBLY.
- BOARD WILL ACKNOWLEDGE RECEIPT OF APPLICATION IN TEN (10) DAYS AND SHALL NOTIFY APPLICANT OF ANY DEFICIENCIES.
- FAILURE TO REMEDY DEFICIENCIES WILL RESULT IN DISMISSAL OF APPLICATION.

Enclosed find materials necessary for licensure as a manufactured housing installer. Your application will be acted upon by the Board within forty-five (45) days from receipt. Any applicant who has been denied a license may request a hearing pursuant to Department of Safety Administration Rule Inst. 209. Under Inst. 301.05 the Board may require a background check.

Technical questions must be submitted in writing to the Board for review. You may contact the Board's office at the above address.

1. Applicant name and any other names previously used for self of business:

Name:

Home mailing address:

Business mailing address:

Home telephone number:

Business telephone:

Business fax:

Date and Place of birth:

E-mail address:

2. Character References: Name and address of three (3) character references not related to the applicant. Each reference must attest to the applicant's reputation, honesty, ethics, and technical competent skills in home or commercial building/construction. The references must be involved in the building profession, which includes, but is not limited to manufactured housing; commercial and residential building; business; banking; or other related field.

Applicant shall provide: telephone number, address, and occupation of the reference.

Board may contact references.

(a) Name of reference:

Address:

Occupation:

Telephone number:

(b) Name of reference:

Address:

Occupation:

Telephone number:

(c) Name of reference:

Address:

Occupation:

Telephone number:

3. Applicant shall provide evidence of two (2) years of work experience related to the license being applied for; installation of a manufactured house or equivalent construction/business experience.

Address:

Telephone Number:

Type of Business/Organization:

Dates employed:

Duties and responsibilities:

(b) Name of employer:

or if self employed the name of the entity for which work was provided:

Address:

Telephone Number:

Type of Business/Organization:

Dates employed:

Duties and responsibilities:

(c) Name of employer

or if self employed the name of the entity for which work was provided:

Address:

Telephone Number:

Type of Business/Organization:

Dates employed:

Duties and responsibilities:

4. Educational History of Applicant:

- | | | |
|-----|---------------------------------------|--------------|
| (a) | Completed High School or G.E.D. | Check: |
| (b) | Completed Associate Degree | Check: |
| (c) | Completed Bachelor Degree | Check: () |
| (d) | Completed Certificate | Check: () |
| (e) | If you answered yes any of the above: | |

(1) List Higher educational institution(s) attended by name(s):

(2) Describe degree/diploma/ certificate/ or technical degree and provide proof of graduation (copy of transcript or diploma).

(3) List classes taken at the above educational institution(s) or other educational institution that would be pertinent to business, building, construction, banking, and management of workers, etc... even if a degree was not attained.

(4) List any seminars or special classes taken which were not taught by a formal educational institution, but by mortgage lenders, building construction association, local building code officials, or other construction/building related organizations (excluding the Boards initial required training program) please describe in detail:

List states in which applicant is presently licensed to install manufactured houses. Give approximate date of when initially licensed:

5. List states in which applicant has been denied a license to install manufactured houses. Give approximate date of when denied and explain why denied:

Has applicant in the last three (3) years been convicted of mishandling funds or other property entrusted to the applicant by another party?

If 'Yes' what were the circumstances surrounding the conviction and sentence imposed and disposition?

Has applicant been subject to disciplinary action in any state?

If 'Yes' provide description of the incident:

Has applicant ever filed bankruptcy?

If 'Yes' provide dates of filings:

9. Has applicant ever been an officer of a corporation that filed bankruptcy?

If 'Yes' state name of corporation(s) that filed for bankruptcy and dates of filings:

Has applicant ever been convicted of a misdemeanor, felony, or crime other than a minor traffic offense?

If 'Yes' explain and provide dates:

Has applicant ever been sued civilly?

If 'Yes' explain:

Has applicant ever received a dishonorable discharge?

If 'Yes' provide copy of discharge document.

13. Has applicant ever been convicted of a crime involving a lack of trustworthiness?

If 'Yes' explain and provide dates: _____

14. CRIMINAL HISTORY:

(a) Is applicant currently under indictment or investigation for a crime?

(b) Has applicant ever been convicted of a crime?

(c) Is applicant a fugitive from justice?

(d) Is applicant a United States citizen?

(e) Is applicant eighteen (18) years of age?

15. If applicant is an out of state resident:

I authorize the Chairman of the Manufactured Housing Installations Standard Board to accept service of process at the Board's office.

16. Attach a 1 " x 1 ½ " photo of applicant.

17. Include the licensing fee of seventy-five (\$75.00) dollars.

18. Include proof of completion for the six (6) hour Board approved training program.

19.

20. Submit proof of financial responsibility in the form of a Bond or Letter of Credit in the amount of twenty-five thousand (\$25,000.00) dollars. The Board will accept only Bonds or Letters of Credit from a company licensed to do business in the State of New Hampshire. If applicant is approved, does applicant wish to pick-up license?

OR

If applicant is approved, does applicant wish to receive license via US Postal Service?

By my signature, I affirm that all information provided in connection with this application is true to the best of my knowledge and belief, with the understanding that any omissions, inaccuracies, or failure to disclose may result in suspension or a recommendation of suspension. If in the application the applicant responds in such a manner that puts his/her trustworthiness into question, the Board shall conduct an investigation or interview of the applicant as deemed necessary.

Signature of Applicant:

Date:

Sworn and Subscribed to before me:

This day

Notary Public/Justice of the Peace

My Commission Expires: _____